

Letter of Introduction for CEGEP Faculty to Borrow from Concordia University Library

To be filled out by Librarian at home institution and printed on your institution's letterhead

Please grant Library Privileges from Concordia University Library to the following faculty. See following page for privileges: <http://library.concordia.ca/help/users/external/borrow.php?guid=loans-alumni-etc>

Faculty name: _____

ID number: _____ Email: _____

Required for the following semester (Fall, Winter, Spring/Summer): _____ Year: _____

The home institution will take full responsibility for any library transactions conducted by the faculty named above during the prescribed period.

Librarian Name: _____

Librarian Signature: _____ Date: _____

Librarian email: _____

Contact person, position and email should fines be incurred (ex: Circulation Department):

Name: _____ Position: _____

Email: _____

The faculty is asked to present this form duly filled-out and signed, along with a valid I.D. from the home institution, to the Circulation Desk of either Vanier or Webster Libraries at Concordia University.

Other Conditions of Loan:

- This letter will be retained by Concordia University Library.
- A new letter is required each time a new Concordia University Library Privilege Card is issued. The Library Privilege Card is valid until the end of the term; expiry dates are Dec. 21 for the fall semester, Apr 21 for the winter semester and Aug 21 for the spring/summer semester.
- **In cases where Concordia University Library is unable to collect the charges incurred by borrowers within a reasonable period of time, a copy of the charges together with a copy of the items borrowed will be sent to the patron's home institution twice a year, i.e., December 1 and April 15. Once a bill is generated and submitted to the patron's home institution, patrons must resolve the charges with the home library.**